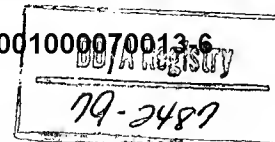


DD/A Registry
File Training

OTR 79-3525

25 JUL 1979

MEMORANDUM FOR: Deputy Director for Administration

FROM: Donald E. Smith
Director of Training

SUBJECT: Training in the New Performance
Appraisal System

1. The Office of Training (OTR) and the Office of Personnel (OP) plan to conduct eight briefings on the new performance appraisal system during the period 27 September to 15 October 1979. The first is scheduled for 27 September for a supergrade audience and will be introduced by the DDCI, who will be videotaped. Following the DDCI's introduction, an OTR Management School instructor will give a briefing on the new performance appraisal handbook and format. This will be followed by a brief question period from the audience to a panel of OP officers familiar with the revised system. The following seven briefings, intended to include all Agency supervisors, will be in an identical format except that the DDCI introductory remarks will be from the videotape.

2. In a second phase, during the three-week period following the auditorium briefings, a two-day Performance Appraisal Workshop will be offered to each directorate. We propose, and plan to discuss with the directorate Senior Training Officers, that participants in these Workshops be selected from each directorate's office or division personnel or career management officers. The attendees at these four Workshops would then be available in their organizations as referents for supervisors concerning the revised performance appraisal system.

3. Starting in mid-November, OTR will be prepared to conduct, on request, Performance Appraisal Workshops of a day's duration for groups of 20-25 supervisors from a requesting component. We will develop a task force of

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instructors with minimum interference with our scheduled workload. We anticipate being able to conduct up to three or four Workshops per week, or up to 200 supervisors each month.

4. In addition, a full day's training in the revised performance appraisal system will be built into the new Fundamentals of Administration course--for new first-line supervisors--beginning in August, and the Management Seminar--for middle managers--starting with the September running.

5. We are also investigating the feasibility of a self-study package which will be available for field stations.

6. After the initial demand for volume training has been met through the above steps, the task force will be dissolved and OTR's Management School will offer Performance Appraisal Workshops on a request basis, as feasible.



/ Donald E. Smith

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